



Maintenance Assistant I—Part Time

Personnel Division—Administration Bureau

City of Long Beach Police Department

THE POSITION

There are two openings for part-time, non-career Maintenance Assistant I positions in the Personnel Division of the Long Beach Police Department. These positions will report to the Maintenance Supervisor and will be responsible for general custodial duties in five Police facilities.

EXAMPLE OF DUTIES

- Perform a variety of custodial duties including cleaning, sweeping, mopping, and waxing floor coverings and walkways; vacuuming, cleaning and shampooing carpets; cleaning, dusting, and polishing woodwork, walls, partitions, equipment, and furniture; cleaning restroom fixtures and replenishing restroom supplies; disposing waste and cleaning waste receptacles; replacing light bulbs and lamps; and other related custodial duties
- Report hazardous conditions and needed repairs
- Perform other related duties as required

QUALIFICATIONS

- Ability to understand and follow oral and written directions
- Able to deal courteously with the public and fellow employees
- Willing to work various hours/shifts, including weekends and holidays
- Ability to work where there are many rules and regulations that are strictly enforced
- Flexibility in taking on new assignments, ability to prioritize and manage multiple tasks, and a willingness to perform other duties as required
- A valid Class C motor vehicle operator's license is desirable. Applicants must be able to report to facilities across Long Beach
- Good attendance, professional appearance and demeanor



SALARY RANGE

\$13.132 to \$17.738 per hour.

SUBMISSION PROCEDURE

Interested candidates must submit a letter of interest and a resume with detailed work experience to:

Eileen Hunter

LBPd—Personnel Division

400 W. Broadway

Long Beach, CA 90802

Or via e-mail to:

Eileen.Hunter@longbeach.gov

Applicants must submit resumes by
**5:00 PM, Friday, September 11,
2015.**

All applications received will be reviewed, and those applicants determined to be the most qualified will be invited to participate further in the selection process.



THE DEPARTMENT

The Long Beach Police Department employs 806 sworn officers and a civilian staff of 406. The employees working within the Administration Bureau are dedicated to providing administrative and analytical support necessary to assist the Police Department in serving the community.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-7120. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

